

**HANDBOOK FOR UPPER SCHOOL
STUDENTS & PARENTS**

2018-2019



OAK HALL SCHOOL

SCHOLARSHIP · LEADERSHIP · SERVICE

1700 SW 75th St

Gainesville, FL 32607-3398

Tel.: (352)332-3609 FAX: (352)332-6971

www.oakhall.org

HANDBOOK FOR UPPER SCHOOL STUDENTS AND PARENTS

2018-2019

Mission Statement

A welcoming, diverse, and supportive learning community empowering students to pursue their academic, artistic, and athletic passions.

Statement of Philosophy

Guided by the ideals of "Scholarship, Leadership, and Service," Oak Hall School serves students from diverse backgrounds who can benefit from a challenging college preparatory program. We are committed to the liberal arts tradition, which sees education as the worthy pursuit of a lifetime, an end to itself as well as a means toward personal and social growth.

We believe in the power of a liberal arts education to transform lives, to develop unique talents, to enhance self-esteem, to build character, and to inspire a life-long love of learning. We seek to nurture in young people the qualities of intelligence, wisdom, and moral commitment, and to foster in them an impassioned curiosity about the world around them as well as the imagination to seek new solutions to problems.

Perhaps most important in furthering our mission is maintaining a family-like environment that is physically safe and emotionally supportive, where intelligence and compassion are highly valued, and where close relationships between students and teachers are encouraged.

Oak Hall School also seeks to provide many opportunities for our young people to develop in areas beyond acquiring essential academic skills. Our relatively small size, coupled with an array of extracurricular options, make it possible for each one of our students to play a leadership role in the rich daily life of our community. It is this unique blend of environment and opportunities - academic, athletic, artistic, and service - that provides students with the motivation to achieve academic excellence, to become leaders within their community, and to develop a strong sense of personal and social responsibility.

Whom to Contact

Question	Person	Email
Absences	Alexandra Puller	upperschooloffice@oakhall.org
Admissions	Nancy Coleman	ncoleman@oakhall.org
Advisory	Laurie Gehler	lgehler@oakhall.org
Athletics	Danielle Tripp	dtripp@oakhall.org
Billing	Penny Thie	pthie@oakhall.org
Canvas and PlusPortals	Penny Tucker	ptucker@oakhall.org
College Counseling	Myra Simpson	msimpson@oakhall.org
Discipline and Dress Code	RJ Fuhr	rjfuhr@oakhall.org
Class Schedules	David Jackson	djackson@oakhall.org
iPads	Chris Henesy	chenesy@oakhall.org
Report Cards and Transcripts	Penny Tucker	ptucker@oakhall.org
Service Hours	Kristin Wilson	kwilson@oakhall.org
Student Counseling	Laurie Gehler	lgehler@oakhall.org
Technology	Chris Henesy	chenesy@oakhall.org
Textbooks	Penny Tucker	ptucker@oakhall.org

Academic Policies and Procedures

Grading System

Oak Hall School operates on a two-semester calendar year. Semester exams are given in most courses except for fine arts classes. Semester exams count for 20% of the semester grade. Only the semester grade is recorded on the student's permanent record. One-half credit is awarded for each passing grade.

All students must be enrolled in and successfully pass a minimum of six courses earning six credits each year. If a student does not successfully earn six credits, s/he may be required to attend summer school or make up the credit in some other way. Additionally, students must take four academic courses (defined as offerings from the English, History, Math, Science, and World Language departments) each semester.

The school reports letter grades on report cards and transcripts. Grade point average (GPA) is determined on a 4.0 scale. Advanced Placement courses are weighted 1.0, and Honors classes are weighted .5. Physical education courses are not factored into GPA calculation. A percentage equivalent is included in the following chart:

Letter Grade	% Equivalent	(GPA Equivalent)						
A+	98-100	(4.33)	A	93-97	(4.0)	A-	90-92	(3.67)
B+	87-89	(3.33)	B	83-86	(3.0)	B-	80-82	(2.67)
C+	77-79	(2.33)	C	73-76	(2.0)	C-	70-72	(1.67)
D+	67-69	(1.33)	D	63-66	(1.0)	D-	60-62	(0.67)
F	Below 60	(0.0)						

Report Cards

Report cards are issued to parents twice a year, at the end of each semester. In addition, interim reports may be issued twice per semester for students who are experiencing difficulty in a course (generally C or below). Interim reports may also be issued whenever the need arises. Parents are also encouraged to discuss their student's progress with the student's advisor. A conference day will be scheduled once per semester so that parents and teachers may discuss student progress; however, conferences can always be scheduled at the mutual convenience of the parent and teacher at any time.

Incompletes

A grade of "Incomplete" (I) is given to students who, for reasons of illness or other extenuating circumstances, have not had a reasonable opportunity to finish their work for a marking period. "Incompletes" for a semester must be made up within two weeks of the ending date for a semester. Failure to comply with these time constraints could lead to a grade of "F" for the marking period. Extended illnesses will be handled on an individual basis. Please note that any student with an Incomplete will not be athletically eligible until the Incomplete is cleared.

Honors and Advanced Placement Courses

To qualify for Honors and Advanced Placement courses students must meet criteria established by each department. Students who enroll in these courses must maintain a "C" average in the current course. Students earning a "D" or below will be recommended to drop the class. Students who are enrolled in Advanced Placement courses are expected to take the AP examination, which is administered by the College Board in May.

A junior or senior enrolled in four or five Advanced Placement or equally weighted courses in either first or second semester or both semesters may opt to enroll in only five (5) credit-bearing courses if that student has enough previous credits to be on track to meet the Oak Hall requirement of twenty-four (24).

UF Online

Oak Hall School has formed a partnership with UF Online. Juniors or seniors who meet the criteria set by the University of Florida may enroll in a course offered by the UF Online program and work on the class while here at Oak Hall. Students must apply to the program in the semester before they enroll in the course. UF Online is only available during the fall and spring semesters (no summer option is available). The student's grade for the course will be reported to Oak Hall and placed on the side of the student's transcript, but will not be calculated into the student's GPA. As these are college classes, there is a cost associated with them. Please also know that UF Online classes cannot be used to satisfy core curriculum graduation requirements.

Independent Study

Independent Study exists as an option for highly motivated and responsible seniors. The purpose of this option is to allow students to explore an area of special academic interest which is not offered at Oak Hall School, or to pursue work in a subject at a more advanced level than we offer.

Independent Study projects should be proposed by the student using the proper form. The student's project must be approved by the Upper School Head, department chair, and a sponsoring faculty member. If the primary faculty sponsor is not from OHS, there must be an OHS faculty member to serve as liaison. To be approved, the project must be completed independent of regular class meetings; the student and the sponsoring faculty member must

meet and discuss the project at least twice per week. If credit is to be granted for the project, the student must produce a tangible product and/or sit for an examination. Students will be limited to one independent study per semester.

Florida Virtual School

Classes through the Florida Virtual School (FLVS) may be taken in rare situations in which an equivalent course is not offered at Oak Hall. All FLVS classes must be approved by the Upper School Head and Department Head. The course will be listed on the Oak Hall transcript even if the student does not complete the class. The grade earned will be listed on the Oak Hall transcript once the class is completed. These courses will not count toward Oak Hall GPA.

Pass/Fail Option

Students who take a seventh class or those with five AP classes who take a sixth class may take the additional class on a pass/fail basis. In which case, the following guidelines will apply:

- The student will attend all classes.
- The student will take all tests and turn in all assignments which may be graded as Pass or Fail.
- The student will receive a grade of “P” or “F” which will be entered on the transcript with the word “Audit” in the credit column.
- The student will not receive credit for an audited course without the approval of the Upper School Head.
- The student must have the permission of the instructor to audit a class.

Drop/Add Period

Students may switch courses within the first three days of school if they present a valid reason to the Upper School Head or Assistant Upper School Head. The deadline to drop a course for a semester class is the first interim, and the deadline to drop a year-long course is the fifth week of school. A course dropped after these deadlines will result in a “Withdraw Pass” or “Withdraw Fail” on the student’s transcript.

Course Level Change

If a student is struggling in a course, or if the level of the course is not challenging enough, that student may change levels in a course at any point before the 8th week of school with the approval of the student’s parents, advisor, Assistant Upper School Head, and/or the Upper School Head. Students should keep in mind that changing courses may impact the rest of their schedule, and that this option should be utilized rarely.

Grade Replacement

Any student who earns a D or F in a core academic class (not an elective) for the semester, may apply to retake the class and have the grade replaced. The student will receive credit for only one

of the classes. This only applies to classes taken on campus. Online courses will not be considered in grade replacement.

Academic Probation

Academic probation is a serious warning status. Academic probation is for those students who are not working to their potential and are consequently failing or near failing in more than one course. Any student who meets the following criteria may be placed on academic probation at the end of a quarter:

- Lower than a 1.8 GPA;
- Three grades of "D" or lower.

When a student is placed on academic probation, his/her parents will be notified, and a conference with the Upper School Head, Assistant Upper School Head, counselor and/or advisor, parents, and student will be arranged. At that time, goals will be set and strategies for improvement will be discussed. Students who are on academic probation may not be allowed to participate in certain off-campus activities. Progress will be monitored and the student will be reevaluated after a few weeks. If there is no improvement and a student continues on academic probation longer than a semester, a change of school may be recommended.

Test Days

Day 1: History / Science
Day 2: World Language / Math
Day 3: English / Science
Day 4: History / Math
Day 5: English / World Language

Study Halls, Study Period, & Academic Counseling

All Freshman during the first semester of enrollment in the Upper School will be assigned to a faculty-monitored Freshman Seminar, unless they are taking a seventh class. All other students in grades 10-12 will have a study period. The expectation for this study period is for students to utilize their time effectively toward the pursuit of their academic studies. Any student who falls below the Honor Roll (defined as all As and Bs for a semester) will enter into academic counseling. Academic Counseling will entail a bi-monthly meeting with the student's advisor and a monthly meeting with the Upper School Head, Assistant Upper School Head, or Upper School Counselor. Any student who earns two or more quarter grades below a B- will be assigned to a faculty-monitored study hall.

Athletic Eligibility

Oak Hall School is a member of the Florida High School Athletic Association (FHSAA), which is the governing body for high school athletics. Questions pertaining to FHSAA rules and

regulations should be directed to the Athletic Director.

Academic Eligibility: (1) Students in grades 6-8 must be regularly promoted from the previous grade the immediate preceding year and maintain at least a 2.0 GPA evaluated at the semester. Students who do not have a 2.0 GPA at the conclusion of the semester will be ruled ineligible the following semester per Florida Statute. He/she must be in regular attendance. He/she must carry a normal class load doing satisfactory classroom work with a satisfactory conduct record. (2) A student entering the ninth grade shall be eligible during the first semester of the ninth grade year provided that it is the student's first entry into the ninth grade and he/she was regularly promoted from the eighth grade the immediate preceding year. (3) A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 un-weighted scale in all courses as required by the Florida Statutes at the conclusion of each semester to be eligible during the following semester. (4) Exceptions to item 3 may be made for tenth graders who do not have a cumulative GPA of 2.0 at the end of the spring semester of their ninth grade year provided the following requirements are fulfilled: a. They have a 2.0 GPA in all courses taken during the spring semester; b. They sign an academic performance contract with Oak Hall; and, c. They enroll in and attend summer school as necessary.

As a school with high academic expectations, however, we hold our students to an additional standard which is important in our environment. Oak Hall students must maintain at least a 2.0 GPA in all courses taken, each quarter. A student must not receive an "F" in any course. Students who are ineligible by OHS standards will be reviewed at the Interim to determine whether or not they may be reinstated to their respective teams. The criteria for reinstatement are: sufficient improvement in achievement and attitude. Athletic reinstatement will be at the discretion of the Headmaster. Students who are ineligible are not allowed to practice with athletic teams during the term of their ineligibility. In addition, students on disciplinary probation may be restricted from participation in athletics. The Athletic Director will review the information and finalize decision to remain consistent with the FHSAA and State Legislature guidelines.

Academic Honesty and Integrity

Schools are unique, collaborative learning environments built around close human relationships. No values are more essential to maintaining a harmonious community than honesty and integrity. To quote the University of Virginia's statement on honor: "...the greatest benefit of the System may be said to lie in the pride and self-respect each individual gains by living among honorable people, the Honor System also provides tangible benefits. In a community dedicated to learning, it is an obvious advantage to know that your work will be accepted as your own, and your word accepted as the truth." An Honor Code for the Upper School was initiated by the student body in 1996 to assist in the development of personal relationships based on trust and respect. Specifically, the Oak Hall Honor Code states:

"On my honor as an Oak Hall student, I pledge that I will not lie, cheat, or steal."

Students sign the Honor Code when they enter the Upper School. Students "pledge" tests,

exams, and papers stating that they have neither given nor received unauthorized aid. Lying is the intentional falsification or denial of fact, or the intentional creating of a false impression. Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work. Copying, using or possessing crib sheets, or other unauthorized aids are specific examples of cheating. Stealing is the taking of anything without the knowledge and consent of the owner; plagiarism, as defined by the MLA Handbook, is the act of using another person's ideas or expressions in one's writing without acknowledging the source. Other behaviors, such as being absent on test days, misleading notes from home, excessive parental assistance, and getting too much help on a college essay, are violations of the Honor Code. All members of the Oak Hall community are committed to supporting the Honor Code and consider themselves responsible for its maintenance and enforcement.

Discipline Committee

If a student is suspected of having violated the honor code, the Discipline Committee may convene to review the issue as requested by the Upper School Head. The Discipline Committee is a recommending body consisting of the Dean of Students (chair), Upper School Head, the Student Honor Council Chair, Faculty Sponsor of the Honor Council, and one faculty member. Final decisions regarding discipline are the purview of the Upper School Head or, in the most serious cases, the Head of School. When a student is requested to appear before the Discipline Committee, the following procedure will be followed:

1. The student, their faculty advisor, and parents will be informed of the alleged infraction.
2. The student will meet with the Discipline Committee to discuss the alleged infraction. The student's faculty advisor, or a faculty member of the student's choice, will appear with the student as an advocate. All meetings are closed with the exception of anyone who has been invited by the Upper School Head or Dean of Students. Parents or attorneys may not participate in any phase of the disciplinary process.
3. The Committee will make a determination and recommendation to the Upper School Head. In severe cases, a recommendation will be shared with the Head of School. The Head of School will have final authority in all disciplinary matters.
4. The students, their advisor, and parents will be informed of the disciplinary decision.

Honor Council

The Honor Council is comprised of students, along with a faculty sponsor, and is responsible for educating members of the community on issues of honor. The primary role of this body is to provide educative and peer-to-peer mentoring for students who have in some way violated the school's honor code. Students, we feel, can help one another grow and learn from their mistakes. As a school, we believe the Honor Council plays an important role in the pedagogical process. Once a student has been referred to the Honor Council by the Discipline Committee, the members of the Honor Council, along with the faculty sponsor of the Honor Council and the student's advisor, will meet with the student to discuss the incident. The Honor Council will ask questions of the student, and offer suggestions and advice on how to avoid violations of the honor code in the future. After the meeting, the Secretary will produce a summary of the exchange and file it with the faculty sponsor and the Upper School Head. After having been

counseled by the Honor Council, a student is referred to the Discipline Committee for a second time, the student will disclose the incident on any college application forms which request such information.

Honor Societies, Awards, and Academic Recognition

Cum Laude Society

Oak Hall's chapter of the Cum Laude Society, the secondary school equivalent of Phi Beta Kappa, was chartered on 8 May 1996. Membership in Cum Laude is the highest academic honor Oak Hall can bestow on a group of students. It is based on superior academic performance in the Upper School and is limited to no more than ten percent of the junior class and twenty percent of the senior class. Election to the Cum Laude Society is afforded to the top 10% of the junior class and top 20% of the senior class based on Oak Hall GPA.

National Honor Society

Membership in the National Honor Society is based on scholarship, character, service, and leadership. Students who are sophomores, juniors, or seniors with a cumulative GPA of 3.75 and above will be invited to apply for membership. In order to qualify, students must demonstrate a commitment to scholarship, leadership, and service on their application.

World Language Honor Societies

The World Language Department has established chapters in the following organizations: Junior Classical League (Latin Honor Society) Sociedad Honoraria Hispánica (Spanish Honor Society) and Chinese Honor Society. Requirements for induction are as follows:

1. A student must be enrolled in Level III or above. (In individual cases, students who have added a non-required world language in high school may be inducted in Level II in their graduating year.
2. A student must have obtained a 90% cumulative average in the language at the time of induction.
3. A student must show consistent involvement in academic and extracurricular activities of the language club.
4. A student must exemplify overall good citizenship.

Mu Alpha Theta

To qualify for membership in Mu Alpha Theta, the national secondary school mathematics honor society, students must have completed five semesters of math beginning with Algebra I and have earned an unweighted math GPA of 3.5. To maintain membership, students must be enrolled in a math class, maintain a 3.5 unweighted GPA in math, attend at least one math competition each year, and sit for the AMC test.

The above honor societies all have requirements to continue membership after induction.

Valedictorian/Salutatorian Selection

The Oak Hall Valedictorian/Salutatorian policy is as follows:

1. To be eligible a student must complete at least two full, consecutive years in 11th and 12th grade at Oak Hall School.
2. Semester grades in all courses taken at Oak Hall (11-12) will be counted with the exception of PE.
3. Valedictorian and Salutatorian status will be based on a weighted GPA.

Honor Rolls

Honor Rolls are calculated on a semesterly basis. The Honor Roll is a list of students who have earned all As and Bs for the semester. The High Honor Roll is a list of students who have earned all As for the semester.

General Policies and Procedures

Attendance

Students should arrive at school in time for assembly or advisory no later than 8:42 a.m. if they do not have an A period class. Students who have an A period class must be in class no later than 7:50 a.m. Students should not arrive on campus before 7:30 a.m. to ensure safety and supervision. If a student arrives late, they must sign-in at the front office and present a pass to gain entry to class.

Oak Hall strongly urges students to minimize absences from classes for reasons other than those necessitated by serious illness or emergency. Excessive absence from school can have a detrimental impact on a student's grades and achievement. Make-up work is never a complete substitute for exposure to the instruction, discussion, and review of class material. If a student misses 7 periods of any class during a semester for non-school activities, parents may need to meet with the Upper School Head and the appropriate faculty to discuss a course of action.

In the event of an absence, parents should notify the school before 8:30 a.m. by calling the office (352-332-3609) or by e-mailing usattendance@oakhall.org. Early departures from school that result in missed classes are strongly discouraged. Such requests will be granted only if the parent sends a written note, e-mail, or speaks to an administrator in advance.

The school views with disfavor absences related to extended family vacations and outside social activities. If such a circumstance should arise unavoidably, parents should notify the school in writing with a note at least one week prior to the student's planned absence. The student must obtain a "Planned Absence" Form from the Upper School Office and complete it at least two

days prior to the absence.

Students are required to make up all work they miss during an absence. **If a student is absent on the day of a test or when a paper is due, s/he should be prepared to take the test or turn in the paper on the day s/he returns to school.** For extended absences (more than two days), students will generally be expected to turn in all their assignments or take tests within the number of days equal to the days missed. It is the student's responsibility to see each teacher following an absence. For pre-arranged absences, such as athletic events and college visits, it is the responsibility of the student to see each teacher for information on assignments prior to the day of the absence. If a student is absent for a portion of a school day, s/he is required to make up any tests missed at the earliest possible opportunity. Any major research paper or long-term assignment must be given to the assigning teacher by the beginning of class on the day it is due whether or not the student is present.

Make-up tests are primarily administered by the teacher afterschool or during a planning period. Make up tests may also be taken during a proctored study hall if previously arranged with the teacher. All make-up tests take precedence over all athletic practices and extracurricular obligations. Multiple make-up tests should be taken in the order of the student's class schedule. Tests, papers, and other assignments missed during an extended absence must be made up within two weeks of the student's return to school. Failure to meet these obligations will result in an academic penalty.

Official Absences

Official absences are absences due to school-sponsored events (athletic competitions, field trips, etc.). All other absences are considered unofficial.

The attendance record of a student receiving more than seven unofficial absences (i.e., absences that are not school-sponsored) in any class, or reflecting a pattern of not attending class on test days, will be reviewed by the Upper School Head and the Dean of Students for possible academic penalty. Participation in extracurricular activities may also be suspended until the student is current with all coursework and in good standing. Students who accrue 10 or more unofficial absences in a semester will be required to complete alternate assessments to earn credit.

Tardiness

Students are expected to be on time to all classes, assemblies, practices, and other appointments and obligations. If a student has an A period class, they are expected to be in that class by 7:50 a.m. If a student's study period falls during A period, they are required to be present in morning assembly (every Monday, Wednesday, and Friday) or advisory (every Tuesday and Thursday) by 8:42 a.m. Students who do not arrive on time must sign in and get a note from the office. Tardiness to school and to class will result in appropriate disciplinary action to be determined by the Dean of Students. After a student's 4th tardy to school, the student will enter the disciplinary process.

Detentions

Disciplinary notices are issued daily by the Dean of Students. Students are expected to attend proctored detentions on the day they are informed of their infraction. Proctored 30 minute detentions are held Monday through Friday from 3:05 pm to 3:35 pm in room US-4. Students may also be issued lunch duty to satisfy disciplinary obligations. Saturday detentions may be scheduled when necessary.

Participation in After-School Activities (Extra Curriculars and Athletics)

Students must be in regular attendance (defined below) in order to practice, participate in a contest, game, rehearsal, or club activity. The same policy applies to student spectators at evening events.

a. Regular attendance is defined as present for all classes during the school day. If a student arrives late to school, they must attend at least half of their first class in order to be counted as present for that class.

b. Students may still attend or participate in after-school activities if they miss classes due to an official absence such as a school trip or a doctor's appointment (with official documentation). In such cases, a student must attend at least half of their classes in order to be in regular attendance. Decisions regarding the validity of an absence will be made by the Director of Athletics (for athletic participation) and by the Upper School Head (for other extra-curricular participation).

Concussion Protocol

As the health and well-being of our students are of paramount importance to us, we recognize the need to support them when diagnosed with a concussion. The following protocol is intended to both provide that support and inform our community of the process behind it:

Initial Identification

1. Once an injury is disclosed to the school, the office will contact the parents to ensure that a physician has been consulted.
2. The office will inform the students' teachers and advisor of the injury.

Return to School Procedures

1. While students are symptomatic and under the care of a physician, they shall be "academically frozen." This means that students will not complete assignments, do readings, turn in papers, or take assessments of any kind while they exhibit concussion-like symptoms (e.g., headaches, memory loss, etc.) and remain under a physician's care.
2. Students will be expected to make-up content from the period in which they are "academically frozen," but will not be responsible for the assessments given during that time. Faculty will consult with the student, the parents, the advisor, and the office in order to put together a viable academic plan for the affected student.

3. Students who are academically frozen will not be permitted to participate in extra-curricular or athletic activities until cleared by a physician.

Advising and Counseling

Faculty Advisors

It is the goal of the advisory system to promote efficient and effective communication among students, teachers, and parents. It is the advisor's responsibility to oversee the progress of each advisee in academic and non-academic areas of school life. Parents are encouraged to contact the advisor as the first line of communication with the school as the advisor is the one who has the best overall picture of the student's progress. Above all, students should feel free to turn to their advisor for academic, social, or personal assistance at any time. Students are assigned an advisor when they come into the Upper School. In most cases students stay with the same advisor for their Upper School career. Students meet regularly with their advisors as a group.

College Counseling

Oak Hall employs a full-time college counselor who is able to assist students from the beginning of the freshman year through the conclusion of their senior year. Students and their families are encouraged to schedule a meeting with the Director of College Counseling during their freshman or sophomore years to discuss planning and college goals. Juniors and their parents attend a college counseling information session in the early winter of that year, while in the spring they begin meeting with their college counselor to discuss college admission and to assist in the selection of the best colleges in terms of student interest, ambitions, and ability. Juniors take the SAT in March and the American College Test (ACT) in February or April. They are also encouraged to take appropriate Subject Tests in May or June. Seniors continue college admission testing with the ACT/SAT/Subject tests as appropriate. They also attend group counseling sessions, continue to work with their college advisor, and attend a college night with their parents in September. Seniors submit their applications along with all requested forms, fees, and essays well in advance of the application deadlines. A transcript, counselor recommendation, school profile, and any necessary recommendations are submitted to colleges with the application materials.

Oak Hall is a member of the National Association for College Admission Counseling and as such supports NACAC's "Statement of Principles of Good Practice." Accordingly, the school will provide colleges to which a student has applied whatever information the College Counseling Office believes is appropriate and/or is requested concerning that student. This also applies to any change in status between the time of application and graduation. It includes, but is not restricted to, a major drop in grades, honor violations, probation, suspension, dismissal, and expulsion.

School Counselor

There are occasions when conversations with an advisor do not meet the needs of a student or a situation. Professional, confidential counseling is available from the school counselor. Such counseling allows students an opportunity to discuss personal or academic problems in a safe and private setting.

Class Sponsors

Class sponsors help classes participate as a unit in the life of the school. They help students plan projects, attend all class meetings, and help chaperone various class activities. In addition, they bring concerns of the class to the attention of the Upper School faculties.

<u>Class</u>	<u>Sponsor</u>
Freshman Class	Ms. Schmidt
Sophomore Class	Mr. Holtzman
Junior Class	Mr. Campbell
Senior Class	Mr. Malloy

Student Conduct and Discipline

At Oak Hall, the development of mature behavior, sound values, positive attitudes, and good judgment are an important part of each student's education. We form a community based on mutual trust and cooperation by all members: students, faculty, and administration. Students are responsible for knowing and complying with the rules, regulations, and procedures of the school. Students are asked to practice self-control and to accept personal responsibility for their actions. This code of conduct applies to any student who is:

- On school property;
- In attendance at school;
- At any school-sponsored activity; or
- Whose conduct at any other time or place (either on or off campus) has an effect on maintaining a positive image of the school and school community, protecting the safety and welfare of others, or damaging the reputation of the school.

Major School Rules

Maintaining a safe, orderly, and positive environment for all our students is an integral part of the mission of Oak Hall School. With that in mind, the activities listed below are considered serious offenses and are grounds for major disciplinary action. Disciplinary options include loss of privileges, non-participation in extra-curricular activities, detentions, Saturday detentions, dismissals, in-school suspensions, out-of-school suspensions, and expulsion. For the most part decisions in these matters rest with the Dean of Students and Upper School Head, with the exception of expulsion, for which a recommendation will be considered by the Head of School. Violations of major school rules include:

1. Violation of the Honor Code;
2. Possession of any weapon;
3. Possession or use of any controlled drugs, drug paraphernalia, alcohol, tobacco, or smoking-related products;
4. Acts, behaviors, or words which are xenophobic or intolerant towards any person's race, religion, color, gender, gender identity, gender non-conformity, sexual orientation, national origin, socio-economic status, citizenship, or disability.
5. Fighting, inflicting of bodily harm, harassment, threats, intimidation, disrespect toward others, the use of profanity, bullying or cyber-bullying;
6. Damaging or destroying the property of others or the property of the school;
7. Leaving campus without permission and without following correct procedures;
8. Repetitive tardiness and absences from school or classes;
9. Irresponsible use of an automobile; and,
10. Violation of the Acceptable Electronic Use Policy or the Oak Hall School Computer and Network Contract.

Standardized Disciplinary Procedure

When one of our students has not met the school community's behavioral expectations, Oak Hall believes the first step of the disciplinary process can begin and end with a direct conversation between the faculty-member and the student. Afterwards:

- The faculty will inform the Dean of Students of the violation via email, text-message, or phone call. In extreme cases, where the behavior can be considered unsafe or detrimental to a positive school environment, that student should be sent directly to the Dean's office.
- The Dean of Students and/or the Upper School Head will address the student directly to explain why the behavior has not met expectations. The student will be informed of an appropriate way to change their behavior in order to be in accordance with Oak Hall's community values. This will serve as an official warning to the student. The student's advisor will be notified via email in order to follow-up with the student and/or parents as necessary.
Note: In the case of dress code violations, the issue will be rectified immediately.
- A second violation will require the student to serve an after-school detention at 3:05 pm in room US-4, as assigned by the Dean of Students and/or Upper School Head. In addition, the student may not be allowed to participate in any extra-curricular and/or co-curricular activities that day. The Dean of Students will notify the student's parents via email and follow-up with a phone call. The student's advisor will be notified via email.
- A third violation will initiate all prior administrative actions It will also require a face-to-face meeting with the student, the Dean of Students, the Upper School

Head, and depending on the nature of the violation, may include the student's advisor, parents, and the Upper School Counselor. A student-constructed Personal Improvement Plan will be written.

- A fourth violation will initiate all prior administrative actions. Instead of an improvement plan, this offense will require the construction of an official Student Action Plan, which will be documented by the Upper School Head and signed by the student's parents.
- Any further violations of a similar nature will be evaluated by the Upper School Head and the Head of School in order to ascertain whether the student should be counseled out of the school.
- Please note that if an offense is deemed egregious enough it may expedite the disciplinary process.

Harassment/Bullying

Oak Hall School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, gender, gender identity, gender non-conformity, sexual orientation, national origin, socio-economic status, citizenship, or disability. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). Oak Hall also prohibits cyber bullying (creating websites, instant messaging, e-mails, using social networks, using camera phones, or other forms of technology to engage in harassment or bullying). Although these activities often take place off-campus, they do affect the community at Oak Hall.

Sexual harassment includes, but is not limited to, unwelcome sexual advances; requests for sexual acts or favors; other physical conduct of a sexual nature; obscene or suggestive remarks or jokes; verbal abuse or insults; display of explicit, offensive, or demeaning materials; references to a person's anatomy; touching or pulling another's clothing in an offensive or embarrassing manner; or making references, innuendo, or spreading rumors and accusations about someone's sexual encounters. The taking or circulating of inappropriate pictures of a sexual nature is also included.

All students share responsibility for keeping our school environment free from harassment and bullying. Students must report incidents to the Counselor, Dean of Students, Assistant Upper School Head, or Upper School Head. When the school administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school.

Dress Code

We primarily represent ourselves through our actions and our words, but clothing can also be a reflection of our individuality and of how we present ourselves to the community. We strive to present ourselves as young professionals that value the school community and a positive learning environment. Therefore, Oak Hall students, as representatives of the community, dress in a manner that acknowledges Oak Hall as a place of learning that requires a certain degree of formality.

Students are required to adhere to the elements outlined in the dress code, and to remain properly dressed throughout the entire school day. Whenever Oak Hall students are on campus or are engaged in school-related activities off campus, they are expected to abide by the dress code, unless they are in programs that require otherwise.

By his or her attendance at Oak Hall School, a student and his or her parents agree to respect and follow the guidelines established by the school for appropriate school dress. Overseeing adherence to these requirements is a parental responsibility and the school expects and appreciates full cooperation. Young professionalism, decorum, and common sense should dictate parental and student choice of school clothes. If there are questions, the school will determine the appropriateness of the clothing, even if it conforms to current fashion.

Oak Hall students are expected to dress according to the following guidelines:

Students may wear:

- Loafers, Oxfords, Sperrys, athletic shoes, dress shoes, and sturdy dress-sandals (defined as a shoe with a substantial front, like a Jack Rodger's sandal). Please note that flip-flops, or athletic sandals of any kind are *not permitted*.
- Appropriately fitting pants, jeans, or dress-shorts (defined here as not jean-shorts).
- Collared shirts, dress tops, and blouses.
- Oak Hall or other sweatshirts (non-hooded), V-neck or crew-neck sweaters, or jackets worn over appropriate shirts.
- Dresses and skirts worn clearly longer than mid-thigh.
- Dress Shorts (i.e., not jean shorts) with an inseam of 6 inches or longer.
- Closed-toe shoes when in a lab setting are a must.
- Shirts and blouses must have an appropriate neckline. Proper decorum is a major concern. As such, bare midriffs, strapless attire, and spaghetti straps are not permitted.
- Leggings will be allowed under certain conditions. Those conditions would be defined as what you would pair the leggings with in a professional office setting. Examples include a tunic, dress, or sweater dress.

Students may not wear:

- Any dress, hairstyle, tattoo and/or adornment that does not fit with our intent may be deemed inappropriate.
- Hair color that is not naturally occurring.
- Hats and sunglasses while inside any building.
- Tank tops.
- T-shirts of any kind.
- Backless attire of any kind.
- Shorts with an inseam shorter than 6 inches.
- Torn or ripped clothing of any kind.
- See-through or inappropriately tight clothing.
- Athletic clothing like athletic or running shorts, sweat pants, warm-up pants, and yoga pants.
- Flip-flops, athletic sandals, shower shoes, and Crocs.
- Clothing with messages deemed inappropriate.
- Clothing which fails to cover all undergarments.
- Character outfits unless during a specified time (e.g., Homecoming Week).
- Knee or thigh-high stockings.
- Long-sleeved or oversized t-shirts.
- Tops with spaghetti straps.
- Jean shorts of any kind.
- Pajamas
- Hooded Sweatshirts of any kind.

Spirit Day Attire (Every Friday)

- **Oak Hall t-shirts purchased through the school store or received through an Oak Hall team or club, may be worn on Fridays.**

Acceptable Electronic Use Policy

Oak Hall School supports the use of technology as a means to enhance student learning outcomes. As we live in an increasingly digital world, it is important for students to recognize the appropriate use and limits of their devices. To this effect, students are not permitted to use cellular phones in class. Students are permitted to bring tablets and computers to class, but should use these devices to further their knowledge of the material in that class. Any activity which does not meet this standard, including web-browsing and playing games, could result in disciplinary action, the loss of electronic privileges, and academic penalties. Finally, students should check their Oak Hall issued e-mail once per day, and correspond with faculty and staff through that e-mail.

Canvas

Oak Hall uses Canvas as its learning management system. All assignments, course materials, and grades will be posted on Canvas. Students will be issued log-in credentials for Canvas during orientation, and parents are encouraged to receive this log-in information as well. All students will need a school approved device in order to access Canvas daily.

Cleanliness and Litter

All students are expected to eat in the Student Center or in designated picnic areas. Receptacles are provided in the hallways, classrooms, and outside areas for the disposal of recyclables and trash. Please help keep our campus clean. Students may be assigned clean-up duties during lunch. Students may also be assigned clean up duties for an accumulation of minor infractions of school rules. Such assignments will be made by the Dean of Students.

Interpersonal Relationships

Oak Hall recognizes that interpersonal relationships are a normal part of our nature; however, each student must take individual responsibility for ensuring that his or her actions are appropriate and safe. Friendship is encouraged, but public romance and physical expressions of intimacy are prohibited.

Lockers and Book Bags

Please use good judgment in what you bring onto the school premises. The school is not responsible for the theft of one's personal property. Therefore, you should take care to ensure that it is properly stored at all times.

Students are assigned individual lockers with locks provided by the school. When not in use, lockers should be kept locked. Students may not move to any other lockers than the ones assigned to them. Lockers and locks are school property. Students should be aware of Florida Statute 232.256. (3): "A student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects."

Book bags are never to be left in the hallways, as dictated by fire regulations. Book bags left in the hall will be removed. Athletic bags and equipment must be placed in gym lockers or outside shelves during the school day.

Automobiles and Parking

Students are asked to drive cautiously on all roads and parking lots on the campus. Students who drive to school must secure a parking permit from the Student Government Association and must park in their assigned space. Student vehicles are never permitted in the circle, behind the Upper School building, or in the Lower School parking area. Vehicles must be properly registered with the school, and student drivers must immediately notify the school of any

changes in registration information. Parking tags must be displayed at all times from the rear view mirror. Students may not have anything in their cars that violates major school rules. Cars may be subject to search if there is reasonable suspicion to do so. Failure to comply with these rules may result in disciplinary action.

Students are not permitted to loiter in the parking lot during the school day. Access to vehicles is only permitted with a written pass from an administrator.

Parents are asked to use the main circle to drop off and pick up students. **Please do not drop off students in the student/faculty parking lot as that slows traffic and presents a safety hazard.** Parking for all school events should be confined to parking lots only. Please do not park in the circle or on the grass in the circle.

Students should not leave cars on campus overnight or over a weekend. We cannot guarantee their security, and cars left unattended are at risk. Oak Hall School does not carry insurance which covers vandalism in the parking lot.

Inspection Policy

In order to protect the safety and property of students, the School reserves the right to inspect any student's personal property, including, but not limited to, bags, lockers, tool boxes, desks, purses, computers, briefcases, packages, cabinets and vehicles brought onto school property or to school sponsored-events. Failure to cooperate with inspections is a violation of this policy.

Rules for Field Trips, Class Trips and other School-Related Events

Students are responsible for knowing and complying with the rules, regulations, and procedures of Oak Hall School during all off-campus activities. In all circumstances, school rules apply. When off campus in a group under the supervision of Oak Hall staff and faculty, students are representatives of the school and asked to practice self-control and to accept personal responsibility for their actions. If a student is unable to represent the school appropriately, a faculty or staff member may contact the student's parents immediately and require his/her parents to provide transportation home at the family's expense. The Dean of Students will take the appropriate action upon the student's return to school.

Senior Privileges

Subject to parental approval and based upon satisfactory academic and discipline records, seniors may be afforded off-campus lunch privileges. Abuse of any privilege will result in the loss of same for an extended period of time. Students are reminded that leaving campus without permission is a serious violation of school rules.

Appendix:

- Computer and Network Contract
- Policy on HIV/AIDS and Serious Infection Diseases
- Alma Mater
- Daily Bell Schedules

Oak Hall School Computer and Network Contract

The Oak Hall School computer network enables students and faculty to use the internet, email, print documents and save information which can be accessed from any school location.

The Internet has become a primary research tool for students. Properly supervised, and directed to legitimate sites, it provides billions of pages of information, multimedia presentations and discussion groups that explore academic subjects. We believe the value this presents outweighs the risks that users may procure material that is inappropriate for a school environment.

There are several rules a student must accept in order to use the OHS network:

1. **Acceptable Use** – Use of the network and internet for education and research. Accessing material violating state or U.S. regulations is prohibited. This includes, but is not limited to: copyrighted, threatening or obscene material, or material protected by trade secret. Using OHS resources or internet activity for commercial profit, advertisement or political lobbying (outside of classroom projects) is prohibited.
2. **Netiquette** – Follow the rules of network etiquette:
 - a. Be polite. Do not use abusive or inappropriate language.
 - b. Do not reveal your personal address or phone number or that of others.
 - c. Remember that email is not private. OHS has the right to review any messages sent using its network.
 - d. Do not agree to meet any stranger you have contacted via the internet. Report any attempt by them to arrange such meetings to any OHS faculty.
 - e. School is an active learning environment. As such, streaming entertainment shows via Netflix, Hulu, Amazon, or other such services is inappropriate.
3. **Hacking and Viruses** – It is a violation of school rules to attempt to illegally intrude into the system, even if no information is changed or deleted by this action. This includes knowingly downloading or transmitting viruses and other intrusion software. Intentionally attempting to harm or destroy hardware or information, locally or on internet sites may also result in legal action being initiated against the student.
4. **Security** – Every OHS user has a unique username and password that permits certain network privileges. Do not share your password or use another user's password. Notify the Director of Technology if you believe your password has been compromised. He will provide you with another password. You are not at fault if another user steals your password if you report it promptly.
5. **Installing programs onto school computers** – A teacher must install any program

desired for their class. This includes any programs downloaded from the internet. If installation involves any server or the computer lab, the Director of Technology must approve the installation.

6. **Games** – Computer games will not be played on OHS computers. This includes those which are not installed but played solely through the internet. The only exception will be by the explicit direction of the instructor. The reason is that gaming software often overwrites or interferes with educational software and system settings. Games played on a student’s personal laptop are not affected by this rule.
7. **Downloading** – Keep in mind the restrictions on games, viruses and intrusion software already discussed. OHS recommends downloading to a USB memory key, which is supported in all labs and library computers. Remember, if you download to the computer’s hard drive it may be deleted without warning.
8. **Privileges** –
 - a. The use of the network and internet is a privilege, not a right. Failure to follow this contract will result in cancellation of the privilege of using the OHS network. If a student who commits a violation is in a computer class, this will result in a failed grade for the class.
 - b. The severity of punishment will depend on the student’s actions. Sharing passwords and playing games will result in temporary revocation of computer privileges. Repeated violations will result in a permanent loss of network privileges. Hacking, unauthorized intrusion (including illegally using faculty accounts) and intentionally introducing viruses will result in more severe punishments, to include suspension and possible legal actions.
 - c. The Director of Technology will decide all punishment up to loss of network privileges, and consult with the Headmaster for actions involving suspensions and legal actions.
9. **Disclaimer** – OHS makes no warranties of any kind, expressed or implied, for the service they are providing. OHS will not be responsible for any damages suffered. This includes loss of data, damage to personal computers or service interruptions. Use of any information is at the user’s own risk. OHS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Exception of Terms and Conditions -These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed by and interpreted in accordance with the laws of the State of Florida and the United States of America.

Policy on HIV/AIDS and Serious Infectious Diseases

Acquired Immune Deficiency Syndrome (AIDS) caused by the Human Immunodeficiency Virus (HIV) is a serious and, at present, usually fatal disorder. Oak Hall School recognizes the seriousness of the HIV/AIDS problem for students and staff and will comply with all current recommendations and regulations promulgated by the state department of Health and Rehabilitative Services, the Centers for Disease Control and other regulatory and advisory agencies.

Current medical research indicates that the chance of transmitting the HIV/AIDS virus in the course of school activities is extremely small. It is the policy of Oak Hall School to balance the education and employment rights of students and staff with HIV/AIDS with rights of other students and staff in an environment in which they are protected from contracting the disease.

HIV infection status will not be used as a criterion for restricting enrollment or employment unless: a) a student's health needs cannot be reasonably accommodated by the school or b) an employee's health condition prevents acceptable performance of his/her employment duties.

The following policies are adopted based upon medical knowledge concerning HIV/AIDS available at the present time, and reflect in part the recommendations of the CDC. The term "infected" as used in these policies means infected with the HIV or similar virus whether or not accompanied by the acquired immune deficiency syndrome or AIDS related complex.

These policies shall apply to students and staff and shall also apply in the case of other infectious diseases that are, in the judgment of the Headmaster in consultation with appropriate physicians, sufficiently serious to warrant similar treatment.

1. The school shall provide students and staff with accurate information about HIV/AIDS, its causes, effects and prevention, at appropriate times and grade levels. Information on HIV/AIDS will be presented to students through the existing curriculum, especially classes that deal with health, human sexuality and biology. Staff will receive up-to-date information on HIV/AIDS by way of memoranda, faculty speakers and workshops.

2. The school will make every effort to ensure each person's privacy and to keep records confidential. The school also recognizes the importance of the community's need to know about the possible incidence of the disease at the school and will consider the advice of experts in this matter including dispensing information to the community to address concerns.

3. Students and staff who are infected should be allowed to attend and function at school in an unrestricted manner and be considered eligible for all rights, privileges and services provided by the school program and by law, except as provided in this policy.

A) If the school is informed that a student or employee is HIV positive, an Ad Hoc Advisory Committee will be convened to discuss appropriate course of action. This Ad Hoc Committee shall be composed of:

- the Head of School
- the school guidance counselor
- the school Health teacher
- a physician chosen by the school who is trained in the field of infectious diseases.

The committee should consult with the individual's personal physician(s), the parent or guardian if the individual is a minor, and other persons as deemed appropriate and suitable.

B) If the school has reasonable cause to suspect that an individual is infected, the school will strongly urge this individual to have a medical examination and HIV blood test prior or

during enrollment or employment by the school. If the individual is not examined or tested, or does not wish to reveal the test results, the Headmaster may prescribe reasonable and legal limitations for this individual within the scope of employment or enrollment as necessary to protect the health of other students and employees. Refusal to obtain an exam and blood test will not be used as grounds to prevent enrollment or employment except as stated in paragraph three of this policy.

C) The Ad Hoc Advisory Committee will evaluate cases of infected individuals with respect to any relevant questions including, but not limited to, the medical status of the individual, the risk to others in the school environment, and appropriate measures and restrictions, if any, which may be necessary under the circumstances. The following should be considered: ability to attend class or perform duties of employment, and meet routine commitments, presence of open lesions or behavior (biting, incontinence or physical violence which may include sports) which involves possible exchange of infectious body fluids, especially blood. The Advisory Committee should be alert to any outbreak of infectious disease in the community to which the HIV/AIDS student/staff member would be particularly vulnerable. In making decisions, the rights of and risks to both the infected individual and others will be weighed.

D) The school will respect the privacy of individuals known or suspected to be infected by treating confidentially all HIV/AIDS-related information and records pertaining to a student or staff member. Dissemination of such information and records will be limited to those individuals who are reasonably required to accomplish such purposes. The Advisory Committee will make recommendations to the school concerning the extent to which students or staff should be informed in a given case.

4. The school will abide by OSHA guidelines for blood borne pathogens.

Alma Mater

Noble Eagle call down victory;
 Never waver, never fall.
 With our voices raised on high,
 Alma mater praised by all.

Scholar, Leader, Servant be;
 Hail to Gold and Burgundy!
 Memories cherished one and all;
 Alma mater: Dear Oak Hall.

Rotating Schedule 2018-2019

Monday	Tuesday	Wednesday	Thursday	Friday
A	A	A	A	A
Assembly	Advisory	Assembly	Advisory	Assembly
B	B	B	B	B
C	C	C	C	C
D	D	D	D	D
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
E	F	G	E	G
F	G	E	F	E
G	E	F	G	F

DAILY SCHEDULES

UPPER SCHOOL DAILY SCHEDULE

A Period	7:50-8:38
Assembly/Advisory	8:42-8:52
B Period	8:56-9:44
C Period	9:48-10:36
D Period	10:40-11:28
Lunch/Club	11:28-12:24
E Period	12:28-1:16
F Period	1:20-2:08
G Period	2:12-3:00

UPPER SCHOOL ASSEMBLY SCHEDULE

A Period	7:50-8:35
Assembly/Advisory	8:39-8:49
B Period	8:53-9:38
Assembly	9:42-10:22
C Period	10:26-11:11
D Period	11:15-12:00
Lunch	12:00-12:33
E Period	12:37-1:22
F Period	1:26-2:11
G Period	2:15-3:00

UPPER SCHOOL LATE START

A Period	8:34-9:19
Assembly/Advisory	9:23-9:33
B Period	9:37-10:22
C Period	10:26-11:11
D Period	11:15-12:00
Lunch	12:00-12:33
E Period	12:37-1:22
F Period	1:26-2:11
G Period	2:15-3:00

UPPER SCHOOL PEP RALLY SCHEDULE

A Period	7:50-8:35
Assembly/Advisory	8:39-8:49
B Period	8:53-9:38
C Period	9:42-10:27
D Period	10:31-11:16
Lunch	11:20-12:09
E Period	12:13-12:58
F Period	1:02-1:47
G Period	1:51-2:36
Pep Rally	2:40-3:00

STUDENTS SHOULD NOT ARRIVE ON CAMPUS BEFORE
7:30 A.M. TO ENSURE SAFETY AND SUPERVISION.

This Handbook may be revised at any time by the school.
This revision occurred 10 August 2018.